

DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
Performance Evaluation of Construction Management and Inspection Services

Name of Firm: _____
Project/File No _____
Project Manager: _____
Contract Period: _____

	Score	Comments
<u>Initiate Construction</u>		
1. Prepare distribute pre-construction documents.	_____ (0 – 5)	_____
2. Project planning and organization, includes staffing plan and project briefing.	_____ (0 – 5)	_____
3. Prepare and conduct pre-construction meetings and distribute meeting minutes.	_____ (0 – 5)	_____
SUB TOTAL =	_____ (0 – 15)	
<u>Progress Construction</u>		
4. Schedule and conduct Monthly Progress Meetings.	_____ (0-5)	_____
5. Prepare and process Daily Construction Reports.	_____ (0-5)	_____
6. Process and respond to RFI's and Submittals.	_____ (0-5)	_____
7. Prepare and process Pay Estimates.	_____ (0-5)	_____
8. Prepare and process Requests for Proposals and Change Orders.	_____ (0-5)	_____
9. Manage CM resources.	_____ (0-5)	_____
10. Implement, utilize, and maintain CIPMS	_____ (0-10)	_____
11. Support community relations and resolve Customer Service Requests.	_____ (0 - 10)	_____
12. Verify and enforce the contractor's compliance with contract documents.	_____ (0-10)	_____
13. Advise/resolve construction conflicts and issues.	_____ (0- 5)	_____
14. Demonstrate effort to fulfill M/WBE goal.	_____ (0-5)	_____
SUB TOTAL =	_____ (0-70)	

15. Schedule and coordinate substantial completion inspection including preparation and resolution of punch list items.	<u> </u> (0 - 5)	<u> </u>
16. Schedule and coordinate Final Inspection.	<u> </u> (0 - 5)	<u> </u>
17. Preparation of closeout documents and submittal of record documents to the City.	<u> </u> (0 - 5)	<u> </u>

(0-15)

(Max 0-100)

Project Manager	Date
Chief Engineer	Date
Consultant	Date

Director	Date
(Required for scores above 90 or below 60)	